Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240070-8

CONFIDENTIAL

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

FROM: Chief, Records Management & Distribution Branch

TO: Chief, General Services

SUBJECT: Weekly Report of Operations for the period ending 7 January 1953

A. Personnel

	On Duty	Vacancies	In Process
Office of Chief		0	0
Rec. Mgt. Section		6	5
Rec. Center Section		5	2
Mail Control Section		10	28 24
		21	35

25X1

1. No. on leave three days or more:
   Records Mgt. Section-0
   Mail Control Section-0 2
   Records Center Sec. -1

2. No. on special detail out of office 5. How long?
   Records Mgt. Section - 1 Full week
   Records Center Sec. - 2 Full week
   Mail Control Section - 2 Full week

3. Where: Four men in the Far East for microphotography work. One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment.
   Records Management Section - 1
   Records Center - 3
   Mail Control - 9

5. Specific case on Item 4 not in previous reports. None.

6. New applicants interviewed None. Recruited by Personnel None
   Recruited by this office None.

B. Administration and Problems:

1. The microfilming of material on loan from the Export-Import Bank was completed within the required deadline of 31 December. This was a special project for ORR.

CONFIDENTIAL

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240070-8

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240070-8

Security Information

APPENDIX B

	This Week	1st 6 Months
1. Microfilming		
Images filmed-Rotary Camera	10,735	21,300
Flat-bed Camera	3,787	13,000
2. Records Center		
Records received for processing and storage	7	—
References to record material	80	220
Records material destroyed	0	—
3. Supplemental Distribution Center		
a. New material for Stock:		
Information Reports	994	549
Intelligence Reports	40	63
b. Supplemental Distribution:		
Information Reports	1397	229
Intelligence Reports	934	160
Notices	1	54
Regulations	1	145
Others	0	14
c. Initial Distribution:		
Notices	0	3.8
Regulations	0	1.3
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	3345	5150
Outgoing	4000	6550
b. Postage expended	$ 629.25	$ 775.00
c. Scheduled Courier trips	168	215
d. Special Courier trips	52	33.4
e. Inter-agency mail by courier		
Incoming	1217	770
Outgoing	1412	1275
f. Personnel actions:		
Recruitments	1	—
Separations	0	—

CONFIDENTIAL

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240070-8

25X1

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240070-8

Supplement for Jan Weekly Report. made 1 Jan 19[illegible]

FILED: RECORDS MANAGEMENT ADMINISTRATION SERVICE

MAIL AND COURIER ACTIVITIES (WEEKLY)

Courier trips
Brief case to 12 Bldgs. 462 stops
Bulk to 19 Bldgs. 418 stops
Remote Agency and interagency deliveries (also includes IAC agencies) 28 buildings 280 stops
Special trips 47

Mail Room Activities
Post Office Mail
In 5750 pieces
Out 7130 "
Interagency Mail
In 756 "
Out 1220 "

~~Records Center~~
RECORDS CENTER (WEEKLY)

Distribution
Supplemental 57 requests for 313 items
Initial 5 distributions of 12,820 copies

Records
References 25 requests for 248 items

VITAL MATERIALS (WEEKLY)

Reels of film 63
Documents 31,800

00010018

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240070-8